

Accessible Instructional Materials (AIM) Process in Iowa for Students Eligible Under the Copyright Act as Amended

Step 1: IEP or Section 504 team members review the student assessment data and present levels of achievement to determine whether the student requires Accessible Instructional Materials in specialized formats (Braille, Large Print, Audio, Digital Text).

- Identify student as having a print disability (eligible under Copyright Act as Amended)
- Identify specialized formats required
- Identify student, parent, staff supports
- Identify timeline for student to receive Accessible Instructional Materials in a timely manner



Step 2: If the student requires Accessible Instructional Materials, and is eligible under the Copyright Act as Amended, one of the team members contacts the LEA Digital Rights Manager (see definition on back of page) who will manage the process.



Step 3: The LEA Digital Rights Manager contacts the Iowa Department for the Blind (NIMAC Authorized User and Accessible Media Producer) to begin the process by completing the requisite forms (Process should be started six months before student needs materials).



Step 4: The representative for the Iowa Department for the Blind searches all repositories including NIMAC for textbook fileset, finds fileset, and turns fileset into specialized format required by the student.



Step 5: The representative for the Iowa Department for the Blind returns specialized format to the LEA Digital Rights Manager.



Step 6: The LEA Digital Rights Manager works with the teacher and other staff to see that the student receives the preferred specialized student format and arranges training for the student and others, if necessary.



Step 7: Student uses Accessible Instructional Materials in the general education curriculum.



Step 8: Team, teachers, and other staff continue to evaluate the use of Accessible Instructional Materials in regard to student performance and progress in the general education curriculum.



Step 9: At end of use or school year, specialized formats are returned to the LEA Digital Rights Manager who forwards to the Iowa Department for the Blind for appropriate storage.



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